

Part A

To be completed by requestor



Request for Reasonable Accommodation Form

Name _____

Phone Number _____ (Day) _____ (Evening)

☐ City Employee

☐ Applicant for Employment

☐ Other-- Please explain: _____

City employees, please list your Department:

Division: _____ Job

Title: _____

Type(s) of Disability(ies):

☐ Speech

☐ Hearing

☐ Visual

☐ Mobility

☐ Mental/Emotional

☐ Other

Nature and/or Cause of Disability: _____

Please identify the position, examination, program, activity, service, or facility for which the accommodation is needed:

Identify the accommodation(s) needed.

Explain how the accommodation(s) will assist you.

Identify the source and cost (if known) for providing the accommodation(s).

Requestor's
Signature_____ **Date**_____

Part B

To be completed by reviewer



Request for Reasonable Accommodation Form

What actions were taken in reviewing this request?

Was the request for reasonable accommodation granted? _____

If the request for accommodation was granted, please explain the nature of the accommodation and whether it was a modification of the original request.

If the request cannot be granted, then submit a completed Evaluation Summary Report; the original Request For Reasonable Accommodation Form; the Requestor's Education, Employment, and Training History Form; and other required supporting documentation as set forth on page 5 of the Reasonable Accommodation Request and Review Procedures to the ADA Coordinator, Personnel Department, EEO Division.

Reviewer's

Signature _____ **Date** _____

Department Head's

Signature _____ **Date** _____

If the request for reasonable accommodation cannot be granted, then an Evaluation Summary Report must be completed and submitted, along with the original Request For Reasonable Accommodation Form, Requestor's Education, Employment, and Training History form, and other required supporting documentation as set forth on page 5 of the Reasonable Accommodation Request and Review Procedures, to the ADA Coordinator, Personnel Department, EEO Division.